

7-m-473-51

27 July 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Administrative Services Office T/O.

1. The attached T/O request from the Administrative Services Office is recapitulated as follows: (Each segment named is to be increased by the position shown and the old and new totals indicated.)

Real Estate and Construction Division

Civil Engineer GS-13  
Architect GS-13  
Realty Officer GS-11  
(A CPC-4 Messenger slot is being eliminated to provide for this position.)

OLD - ☐  
NEW - ☐

25X1

Transportation Division

Travel Branch  
Chief GS-11  
(A GS-5 Courier slot is being eliminated to provide for this addition.)

OLD - ☐  
NEW - ☐

25X1

Motor Pool Branch

Truck Driver (Tractor-Trailer) UG-11  
Truck Driver (Tractor-Trailer) UG-11  
Truck Driver (Heavy Duty) UG-9

OLD - ☐  
NEW - ☐

25X1

25X1

Printing and Reproduction Division

Production and Control  
Production Control Officer GS-12

Photography Branch  
Graphic Photography Section

Photographer GS-4  
Photographer GS-4  
Photographer GS-4  
Photographer GS-4  
Photographer GS-3  
Photographer GS-3  
Photographer GS-3

JOB NO. BOX NO. FILE NO. DOC. NO. NO CHANGE  
IN CLASS/DECLASS/CLASS CHANGED TO: TS 9 C RET. JUST 88  
NEXT REV DATE 1/1/54 REVIEWER FILED DOC. 02  
NO. PGS 3 CREATION DATE 08/30/50 ORG COMPS 3 OF 32 ORG CLASS C  
REV CLASS C REV COORD. AUTH: HR 70-3

25X1

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Camera and Layout Section	
Head	UG
Photographer	UG
Photographer	UG
Color Section	
Photographer (Color)	UG
Photographer (Color)	UG
Plant Services Branch	
Supply and Services Section	
Property and Supply Supervisor	GS-7
Bindery Section	
Head	UG
Bookbinder	UG
Bookbinder	UG
Printing Branch	
Composition Section	
Head	UG
Linotype Operator	UG
Linotype Operator	UG
Compositor	UG
Compositor	UG
Copy Editor	UG
Copy Editor	UG
Printing Section	
Head	UG
Offset Pressman	UG
Letter Press Operator	UG
Letter Press Operator	UG
Platemaking Section	
Platemaker (Deep Etch)	UG-15

OLD - ☐  
NEW - ☐

25X1

2. This recapitulation will not reconcile with the Administrative Services Office memorandum as several positions which have already been approved are included in their memorandum.

25X1 3. Of the ☐ new positions requested ☐ are for expansion in the Printing and Reproduction Division, ☐ are for Transportation Division and Real Estate and Construction Division.

25X1

25X1

4. Note the elimination of ☐ existing positions in the Mail Control Section.

25X1

☐  
Advisor for Management

25X1

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RECAPITULATION  
ADMINISTRATIVE SERVICES OFFICE

Present T/O- - - - - -

25X1

On Duty   
In Process   
Net Vac.

25X1

Proposed T/O- - - - - -

25X1

On Duty and In Process   
New Net Vac.   
Net T/O Increase

25X1

\*( new less  old position from Mail Control Section  
being eliminated - net )

25X1

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